

**SIERRA FOOTHILL**  
CHARTER SCHOOL



# **TRANSPORTATION SAFETY PLAN**

Complies with 39831.3 EC

BOARD APPROVED: 09/26/22

## Table of Contents

1. Introduction.....	3
2. Procedures for school staff to follow to help ensure the safe transportation of students.....	4
3. Procedures for determining eligibility and assigning a bus stop for each rider .....	5
4. Procedures for all students to follow while waiting for the school bus at their bus stop .....	5
5. Procedures for all students to follow as they board and exit the school bus at their assigned bus stop .....	6
6. Determining if a student requires an escort pursuant to Section 22112 of the California Vehicle Code .....	7
7. Procedures for all students to follow for crossing the street or highway that the bus is stopped and for students requiring driver escorts across a street or highway prior to boarding the school bus .....	8
8. Procedures for all students to follow as they board or exit a school bus at a school site or any other trip destination .....	8
9. Procedures for bus driver to follow as he/she exits the school bus at the destination.....	8
10. Posted rules of conduct for students while aboard the school bus as outlined in the Parent & Student Information Handbook.....	9
11. School bus danger zones .....	10

## Introduction

The Sierra Foothill Charter School (SFCS) Transportation Safety Plan has been developed pursuant to California Education Code 39831.3 and is maintained by the Superintendent. The plan shall be revised as required. A copy of the plan is available in the school office and found on the school website - [sierrafoothillcharterschool.org](http://sierrafoothillcharterschool.org).

In order to help ensure the safety and well-being of students, bus drivers and others, SFCS students are expected to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride or leaving the bus.

SFCS may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or persistent refusal to submit to the authority of the driver. (5 CCR 14103)

## Procedures for school staff to follow to help ensure the safe transportation of students.

School staff members should always be involved and active in the supervision of the loading and unloading of students at school sites and on activity trips. It is the responsibility of the school staff members to ensure that students, during the loading and unloading procedures, follow all safety rules and regulations as outlined in the safety plan.

School staff members should be thoroughly familiar with these procedures and involved in the enforcement of these procedures. If at any time a staff member is not familiar with these procedures or has questions regarding them, they should contact the school office at 209-742-6222 for assistance.

School staff members shall supervise the loading and unloading of all students. This supervision is intended to help in the prevention of possible injury to students while loading and unloading and is designed to minimize the exposure of students to unsafe conditions while loading or unloading a school bus.

- Students while on school site or other trip locations and prior to actually boarding the school bus, shall be the primary responsibility of the school site staff member.
- Students shall be accountable for their own orderly conduct.
- Students are not to run, horseplay or deviate from the walking pathways at loading zones.

If a bus is running late to a school site or activity trip or arrives after the students have been waiting to board the bus:

1. School site members shall have students wait in a safe area and in an orderly line or group.
2. Students must remain back at least twelve (12) feet from the school bus as the bus approaches the students.
3. Staff members shall ensure that the students do not approach the bus for loading until the bus comes to a complete stop and the bus driver opens the door for loading.
4. Students are to board in an orderly manner and are not to run, shove or cut into the lines of other students loading.
5. Staff members are to observe the students for violations of these procedures and if needed, in accordance with District policy, discipline any student(s) that are not complying with these procedures.

Bus drivers need the assistance of school site members to ensure the level of student safety is maximized during loading and unloading.

### Procedures in determining eligibility and assigning a bus stop for each rider.

The general policy of SFCS is to make a transportation program available for students in Mariposa County. Transportation is provided for students living in or near Mariposa proper, Bootjack, Mount Bullion, and parts of Catheys Valley.

Parents/guardians are provided with the bus schedule and can choose the bus stops that work best for their family. Parents/guardians report the expected stops for their child(ren) on the required bus forms.

With notice from parents/guardians and approval from staff, students are permitted to utilize another stop location other than their normally assigned bus stop for loading or unloading. The school office manager or his/her designee shall provide this information to the driver when a student is authorized to utilize a bus stop other than their normally assigned bus stop.

Parents/guardians are encouraged to contact the school office with any questions or concerns at 209-742-6222.

### Procedures for all students to follow while waiting for the school bus at their bus stop.

1. While waiting for the school bus to arrive, students must stand in an orderly and well-behaved line.
2. Students are not to play in or be in the street or on private property.
3. Respect the property of others and the property where the bus stop is located.
4. Students are responsible for their own actions.
5. Students shall be on the proper side of the street before the bus arrives at their bus stop.
6. Students should arrive at their bus stop five (5) minutes prior to the scheduled leave time.
7. If the student is late to the bus and needs to cross the street that the bus is stopped on, they must wait for the bus driver to escort them across the street.
8. As the bus approaches the bus stop, students are to stand in place. They are not to move towards the bus. Students must remain at least twelve (12) feet from the school bus as the bus approaches. Once the bus comes to a complete stop and the bus driver opens the door, then students may proceed toward the bus for loading.
9. Students must wait and board in an orderly line.

Procedures for all students to follow as they board and  
exit the bus at their assigned bus stop.

**BOARDING:**

1. Students shall board or exit the school bus only at their assigned bus stop or alternate bus stop approved through the office.
2. Students shall board in an orderly manner and utilize the handrails for their safety while loading and unloading.
3. Students are to find their seat as quickly as possible and sit facing the front of the bus.
4. Students are to remain seated at all times while the bus is in motion.
5. Students are to maintain a noise level which will allow the bus driver to hear approaching traffic.
6. Students are to follow the directions of the bus driver while they are aboard the bus.
7. Students are responsible to follow all rules and regulations.

**EXITING:**

1. Students shall stay seated until the bus comes to a complete stop.
2. Once the driver has stopped the bus completely and opened the door, students are to follow the driver's directions to unload seat by seat starting with the front of the bus and continuing until the bus is empty.
3. Students remaining on the bus are to remain seated until the bus stops at their assigned bus stop.
4. Students will unload in an orderly manner using the handrails.
5. Students shall exit the bus only at their assigned bus stop. Exceptions will only be allowed when the Office Manager or designee has received the parent/guardian request as described in the "Eligibility and Assigning a Bus Stop" section.
6. Students are to move away from the bus as they unload. Students shall not get underneath the bus to retrieve a book, paper or some other article. Instead, the student should always tell the bus driver and have the bus driver get the article for them.
7. Students are to be released to parents/guardians or, with prior written permission, leave the bus unaccompanied. Students should always use crosswalks and controlled intersections when available, and should not cross in the middle of the block.
8. Students must avoid trespassing on other people's property, staying on sidewalks or paths when possible.

## Determining if a student requires an escort pursuant to section 22112 CVC.

If a student needs to be picked up or walked home from the opposite side of the street from the bus stop, then the student is required by State Law and District Policy to be physically escorted by the bus driver across that street and under the bus drivers' direction and supervision. The bus driver is required to activate the school bus red flashing crossover lights and if so equipped, the stop arm, and physically get out of the bus to assist the students safely across regardless of grade level.

Section 22112 CVC requires a school bus driver to activate the red lights at all times when a school bus is stopped for the purpose of loading or unloading students, this would include locations where traffic is controlled by an official traffic signal. However, Section 22112 CVC does not permit a school bus to activate the red lights at the following locations:

- Any place where traffic is controlled by a traffic officer.
- School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.
- Where the school bus is disabled due to mechanical breakdown.
- Where students require assistance to board or leave the school bus.
- Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice.
- On a state highway with a posted speed limit of 55 mph or higher where the school bus is completely off the main traveled portion of the highway.
- Any location determined by the school district, with approval of the CHP, to present a traffic or safety hazard.

## Procedures for all students to follow for crossing a street or highway where the bus is stopped and for students requiring driver escorts across a street or highway prior to boarding the bus.

### **BOARDING:**

1. Students should arrive at their bus stop five (5) minutes prior to the scheduled arrival time of the school bus.
2. A student arriving after the bus has arrived and living on the opposite side of the street that the bus is stopped on must wait for the bus driver to assist them in crossing the street. Bus drivers will activate the bus red crossover lights and physically get out of the bus to assist the student in the crossing.

### **EXITING:**

1. As the bus approaches the bus stop where students need to cross the street where the bus is stopped, students are to remain seated until the bus comes to a complete stop.
2. The driver will activate the red flashing crossover lights and stop arm if so equipped and then determine when it is safe for students to exit the bus.
3. The driver will open the door, which will be a signal to the students that it is time to unload.
4. The driver will be the first to exit the bus. As the driver exits the bus, the students are instructed to wait on the bus, which is the safest place.
5. After the students exit the bus, the bus driver will verbally instruct the students to cross the street when the driver determines that it is safe to cross.
6. Students who cross the street where the bus is stopped shall only cross the street in front of the bus and under the bus driver's direction and supervision.
7. Students are never to cross the street behind the bus or wait to cross the street after the bus leaves the area.
8. Students are to cross between the bus driver and the bus just like a crosswalk.
9. Students are to cross the road completely to the other side and out of the way of any traffic or hazards.
10. Once across, students should use sidewalks, if available, or use the side of the roadway. Students are to avoid other people's property and walk directly home.

Procedures for all students to follow as they board or exit a school bus at a school site or other trip location.

1. Arrive at your bus stop 5 (five) minutes before the scheduled leave time.
2. Wait for your bus in a safe place – well off the road and on the same side of the road the bus picks you up.
3. Wait until the bus is completely stopped, enter the bus in an orderly manner and take your seat immediately.
4. Be courteous to your school bus driver and fellow passengers.
5. All students shall board or exit the school bus only at the student's designated bus stop. Exceptions will be permitted on a daily basis when the parent/guardian has made the request by contacting the office. This information shall be forwarded to the bus driver by the Office Manager or designee.

Procedures for bus driver to follow as he/she exits the school bus at the destination.



1. When parking the bus at the destination, the bus driver must ensure the bus is secured and that no student is left unattended on the school bus. After all students exit the bus, the bus driver must inspect the entirety of the interior of the vehicle.
2. After the bus driver ensures all students have exited the bus, he/she manually contacts the child safety alert device located at the interior rear of a vehicle before exiting the vehicle. Leaving a student unattended onboard a bus with the driver or other supervising adult not in the immediate vicinity of the vehicle constitutes gross negligence and is grounds for revocation of the driver's certificate.
3. The bus driver is to lock the bus after exiting the vehicle when it is parked and unsupervised.

Posted Rules of Conduct for students while aboard the school bus as outlined in Parent/Guardian/Student Handbook.

The following rules are for the safety of all students and should be noted that students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway.

The bus is considered to be an extension of the school and all on-campus rules and regulations apply as well as consequences, including but not limited to, suspension and expulsion. Students who fail to follow the rules may receive a referral to the Principal. Any bus referral will be dealt with according to SFCS's Schoolwide Discipline Policy. The bus rules are:

1. Follow bus driver's instructions.
2. Respect the bus driver and fellow students.
3. Use of tobacco and/or any drugs or alcohol are forbidden.
4. Fighting, scuffling and playing on or around the bus are forbidden.
5. Eating, drinking or littering is prohibited on the bus.
6. Loud and boisterous noises (whistling, yelling, etc.) are prohibited.
7. Profanity or indecent language or gestures are prohibited.
8. Remain seated when the bus is in motion.
9. Do not block the aisles with any part of your body.
10. Keep all body parts inside the bus at all times.
11. Possession of any type of weapon is prohibited.
12. Personal items and electronics shall not be used while riding the bus (such as cell phones, radios, hairspray, etc) unless given special permission.
13. All sports equipment shall be concealed in a sports/duffel bag for transport for sporting events.
14. Students will abide by all bus rules and any other rules set forth in the SFCS Parent/Guardian/Student Handbook while riding on the bus and at bus stops.

Disorderly conduct or persistent refusal to submit to the authority of the driver shall be subject to the discipline policy of the school. The bus is equipped with cameras for use in managing and monitoring behavior on the bus and may be viewed by school personnel when investigating bus conduct or other concerns.

### School Bus Danger Zones

According to The National Standard, the entire 12 feet surrounding the vehicle is considered the Danger Zone. Drivers, school administrators, parents and students must be aware of the many dangers associated with the areas outside the vehicles referred to as the danger zones. Drivers must check all mirrors for any pupils, pedestrians, or other problem objects in the danger zones prior to moving the vehicle. It is critical that proper mirror procedures be used before and during any movement of the vehicle.

